

2003 JOB VACANCY SURVEY



TOPEKA/SHAWNEE COUNTY

*Labor Market Information Services, a division of the
Kansas Department of Human Resources, in cooperation with
GO Topeka, Greater Topeka Chamber of Commerce*

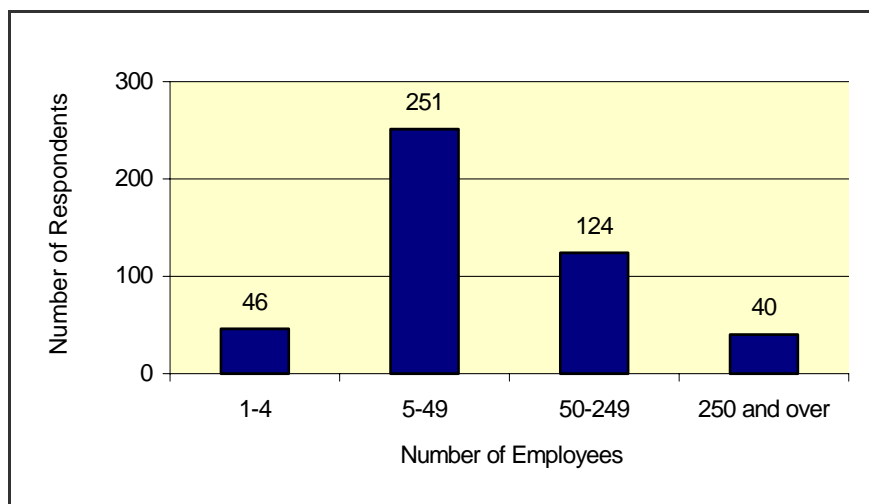
About the Survey

During each of the past three years Go Topeka contracted with Labor Market Information Services (LMIS), the statistical branch of the Kansas Department of Human Resources (KDHR), to conduct a survey of job vacancies in Shawnee County. During the ten-week period between April 4 and June 13, 2003, survey responses were received from 461 Shawnee County employers. This survey produced point-in-time estimates, whereas employers were asked to provide information on current job vacancies at the time of the survey. This information included the job title, number of job vacancies, education and experience requirements, wages and benefits offered, and the length of time the vacancy has been open. These data have been compiled and presented in this report.

New data collection procedures employed during the 2003 survey significantly increased the survey results. Sixty percent of those surveyed participated, resulting in findings that are statistically reliable. The methodology employed is presented at the end of this report. Because a slightly altered survey was used, these results are not strictly compatible with prior years' survey results.

The graph below illustrates the number of respondents according to their size. Table 1, on the following page, lists the number of respondents by industry sector, in addition to showing the number of job vacancies within each industry sector. Each class size and industry was well represented in the survey. Responses were received from every industry sector, except for the Mining Industry.

Graph 1
Survey Respondents by Size



Where are the Job Vacancies?

- ⇒ One third of the respondents, 155 establishments, reported they did have job openings at their Shawnee County location during the ten-week survey period.
- ⇒ During the ten-week survey period, a total of 907 job vacancies were reported in Shawnee County.

Table 1
Job Vacancies by Industry Sector

Industry Sector	Number of Vacancies	Percent of Vacancies	Number of Respondents	Percent of Respondents
Total, All Industry Sectors	907	100%	461	100%
Health Care and Social Assistance	285	31%	61	13%
Government	183	20%	41	9%
Retail Trade	138	15%	72	16%
Manufacturing	75	8%	28	6%
Finance and Insurance	45	5%	31	7%
Other Services, except Public Administration	33	4%	32	7%
Accommodation and Food Services	24	3%	27	6%
Administrative and Waste Services	22	2%	14	3%
Transportation and Warehousing	22	2%	14	3%
Educational Services	19	2%	8	2%
Professional and Technical Services	18	2%	35	8%
Information	14	2%	17	4%
Construction	12	1%	34	7%
Wholesale Trade	11	1%	18	4%
Arts, Entertainment and Recreation	3	0%	5	1%
Real Estate and Rental and Leasing	2	0%	10	2%
Utilities	1	0%	8	2%
Management of Companies and Enterprises	0	0%	4	0%
Agriculture, Forestry, Fishing and Hunting	0	0%	4	0%
Mining	0	0%	0	0%

Note: Columns may not add to 100% due to rounding.

The Standard Occupational Classification (SOC) system was used to code occupational titles. Table 2 shows the number of vacancies reported within each occupational group.

For each job opening, respondents were asked to provide the expected compensation. Respondents had the option to provide a set wage or a range. Average wages for each occupational group are also shown in the following table.

Table 2
Job Vacancies by Occupational Group
Includes Average Wage Ranges

Occupational Group	Number of Vacancies	Percent of Vacancies	Average Low Wage	Average High Wage
Total, All Occupational Groups	907	100%	\$10.95	\$13.06
Office and Administrative Support	141	16%	\$8.80	\$9.81
Healthcare Practitioners and Technical	136	15%	\$15.59	\$22.07
Sales and Related	135	15%	\$7.31	\$7.86
Healthcare Support	79	9%	\$8.83	\$11.94
Transportation and Material Moving	68	7%	\$8.87	\$9.31
Production	53	6%	\$7.28	\$7.65
Management	48	5%	\$20.99	\$23.32
Building and Grounds Cleaning and Maintenance	45	5%	\$7.72	\$8.77
Food Preparation and Serving-Related	34	4%	\$6.93	\$8.09
Business and Financial Operations	32	4%	\$17.01	\$17.45
Community and Social Services	31	3%	\$11.30	\$11.64
Protective Service	20	2%	\$11.37	\$11.37
Education, Training and Library*	17	2%	\$15.50	\$22.32
Life, Physical and Social Science	16	2%	\$16.42	\$16.84
Personal Care and Service	14	2%	\$9.62	\$9.82
Computer and Mathematical	12	1%	\$16.89	\$18.38
Construction and Extraction	8	1%	\$10.13	\$19.52
Architecture and Engineering	6	1%	\$21.63	\$21.63
Installation, Maintenance and Repair	5	1%	\$12.44	\$14.44
Arts, Design, Entertainment, Sports and Media	5	1%	\$8.41	\$11.62
Legal	2	0%	\$18.90	\$18.90

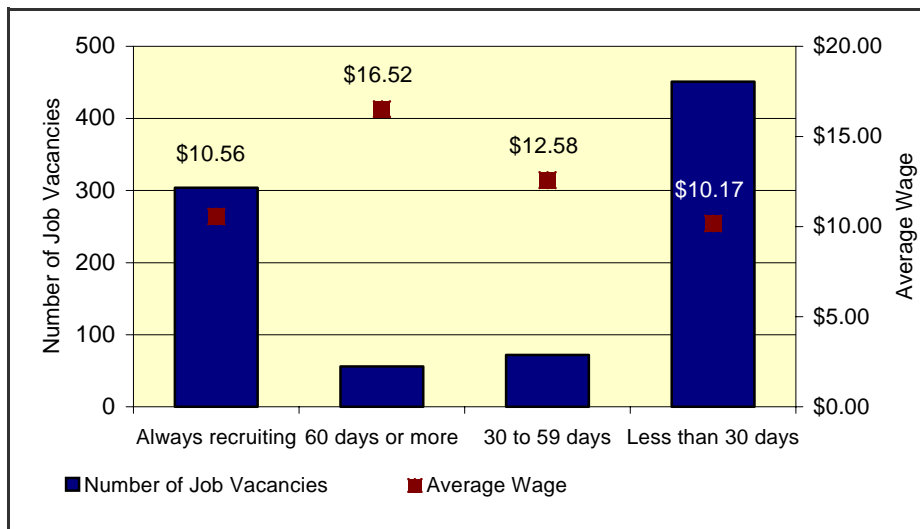
Note: Columns may not add to 100% due to rounding.

** Hourly wages for teachers was based on a 9 1/2 month year.*

Difficult To Fill

Difficult to fill openings were defined as job openings unfilled for 60 days, job openings which some employers are continuously recruiting and occupations with the most openings.

Graph 2
Job Vacancies by Length of Vacancy
Includes Average Wages



Graph 2 indicates how long respondents have been trying to fill the reported openings.

Twenty-four different occupations were reported as being open 60 days or more, representing 50 job openings. This represents only six percent of the job openings and can be used as an indication of the number of vacancies that are difficult to fill.

There were 30 different occupations that respondents reported they continuously recruit. These occupations represent 296 openings.

Table 3
Top 10 Occupations with the Most Job Vacancies

Occupation	Number of Vacancies	Average Entry Wage
Retail Salespersons	92	\$6.86
Registered Nurses	75	\$17.70
Nursing Aids, Orderlies & Attendants	58	\$8.42
Office Clerks, General	44	\$8.45
Landscaping & Groundskeeping Workers	31	\$6.55
Production Workers	31	\$6.68
Cashiers	24	\$6.88
Licensed Practical & Licensed Voc Nurses	20	\$11.90
Packers and Packagers, Hand	20	\$9.05
Laborers & Frgt, Stock, & Material Movers	18	\$9.14

All of the occupations listed in Table 3, with the exception of Landscaping and Groundskeeping Workers, were also classified by some respondents as occupations for which they continually recruit.

Registered nurses, licensed practical nurses and certified nurse assistants were among the top ten occupations with the most job openings, an indication of the need for more healthcare workers.

About the Job Vacancies

- ⇒ Of the reported job vacancies, 649 were considered full time and 258 part time.
- ⇒ The ratio of full time openings to part time openings was almost 3:1.
- ⇒ Only 183 of the reported openings were classified as temporary or seasonal.
- ⇒ The ratio of permanent openings to temporary or seasonal openings was 4:1.
- ⇒ Although 361 of the reported jobs did not require any specific work experience, 110 of those jobs did require a high school diploma and 78 required additional education beyond high school.

Chart 1
Job Vacancies by
Full Time or Part Time

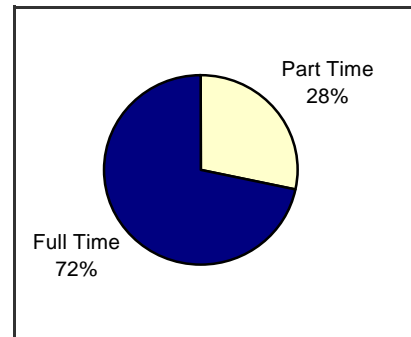
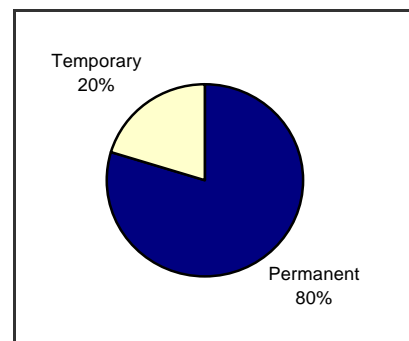
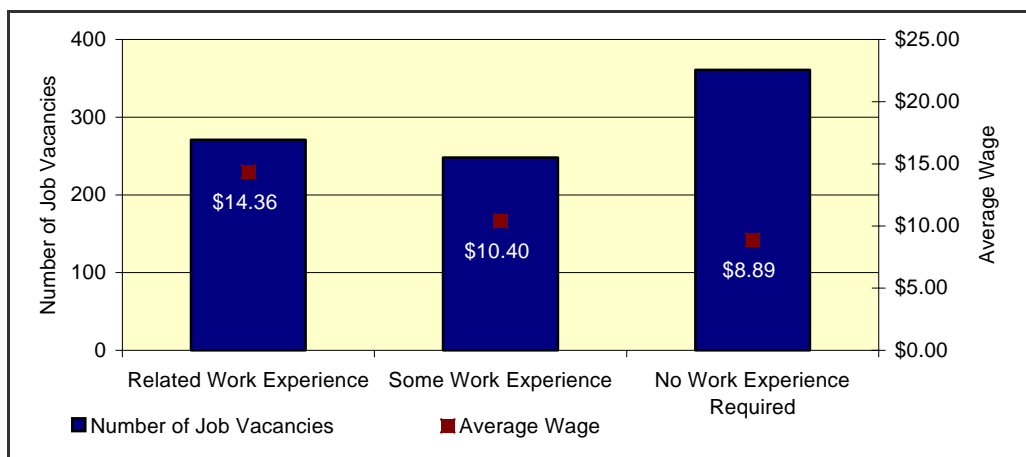


Chart 2
Job Vacancies by
Temporary or Permanent



Graph 3
Job Vacancies by Required Work Experience
Includes Average Wages



Graph 4
Job Vacancies by Required Education
Includes Average Wages

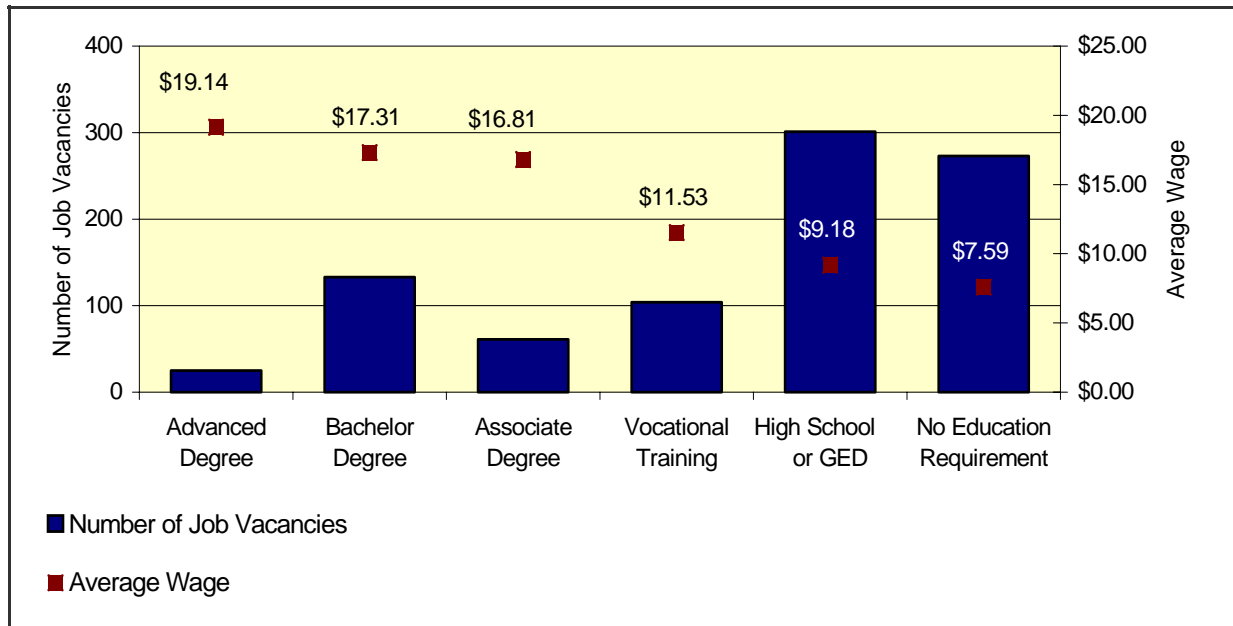
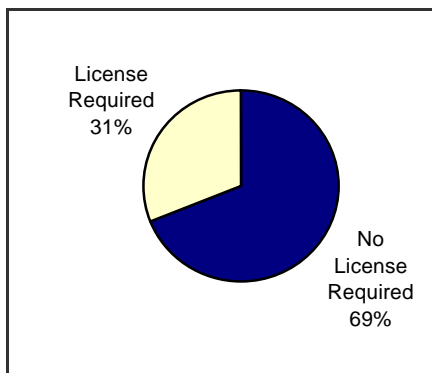


Chart 3
Job Vacancies that
Require a License

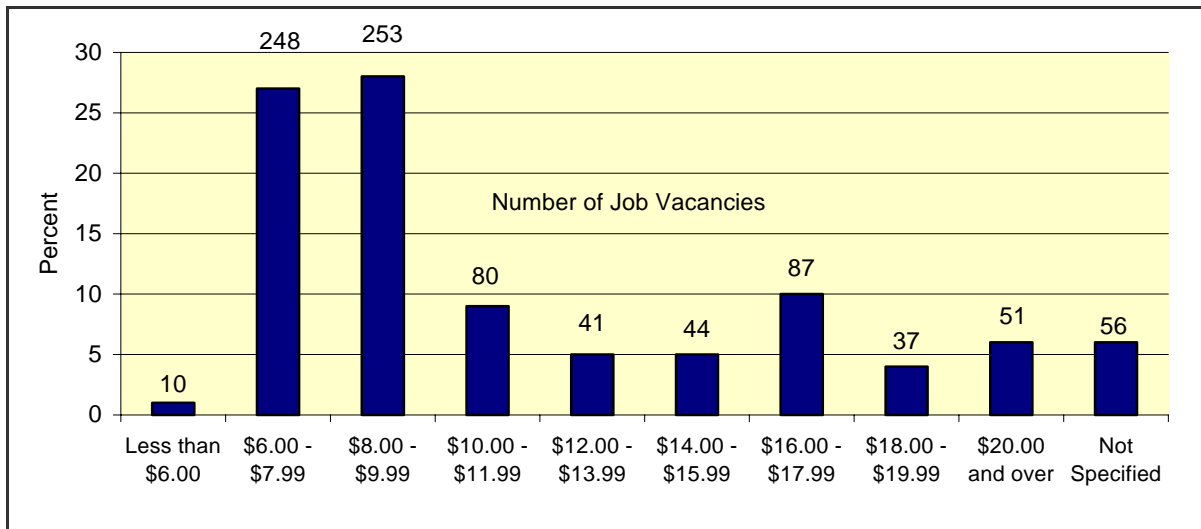


- ⇒ Sixty-three percent of the reported job vacancies required a high school diploma or no specific education at all, while 36 percent required post-secondary education, such as a vocational certificate or an associate degree or higher.
- ⇒ Nineteen percent of the reported job vacancies did not require any specific education or work experience, labeling them as truly entry-level positions.
- ⇒ Thirty-one percent required a license or certificate. These 282 vacancies included occupations such as teachers, hairdressers, attorneys, electricians, registered nurses and other health related occupations.

Wages

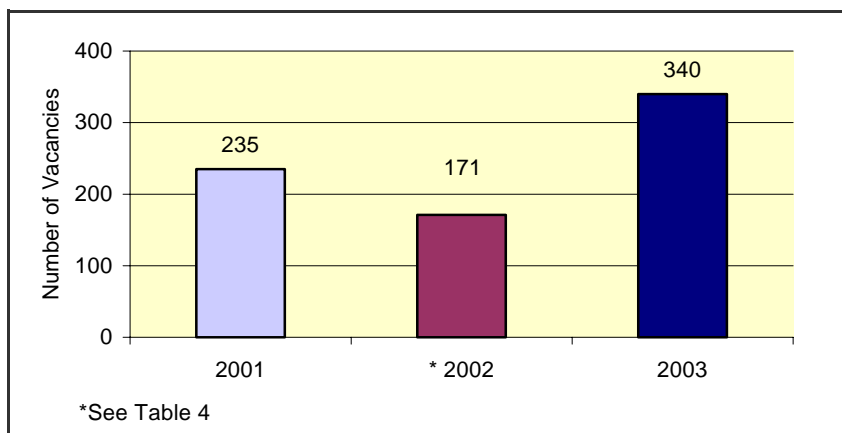
- ⇒ Twenty-nine percent of the reported job vacancies paid at least \$12.00 an hour.
- ⇒ Thirty-seven percent of the reported job vacancies paid at least \$10.00 an hour.
- ⇒ The median wage for all reported job vacancies was \$9.00 an hour.
- ⇒ The average wage offer for all job vacancies ranged from a low of \$10.95 per hour to a high of \$13.06.
- ⇒ The average hourly wage for reported full time positions was \$11.76.
- ⇒ The average hourly wage for reported part time positions was \$8.96.

Graph 5
Job Vacancies by Hourly Wage Range
Percent and Number



Comparison of Job Vacancies with Previous Surveys

Graph 6
Number of Job Vacancies Paying \$10.00 or more



In 2003, LMIS implemented a new survey technique based on methodology recommended by a multi-state Job Vacancy Survey Consortium Group. Therefore, when comparing the results of the 2003 Topeka/Shawnee County Job Vacancy Survey with the 2002 and 2001 results, it is important to keep in mind the differences in the three surveys. These differences are addressed in Table 4.

In 2001, respondents were asked if that position was difficult to fill. The results concluded that 96 percent of those job vacancies reported in 2001 were classified as difficult to fill by the respondent. In addition, 71 percent of the reported job vacancies in 2001 required a post-secondary degree or higher.

In the 2002 Job Vacancy Survey, 31 percent of the reported vacancies were in the Construction Industry and 29 percent were in Healthcare. In 2003, 31 percent of the reported vacancies were in the Healthcare Industry and only one percent were in the Construction Industry.

Table 4
Survey Differences

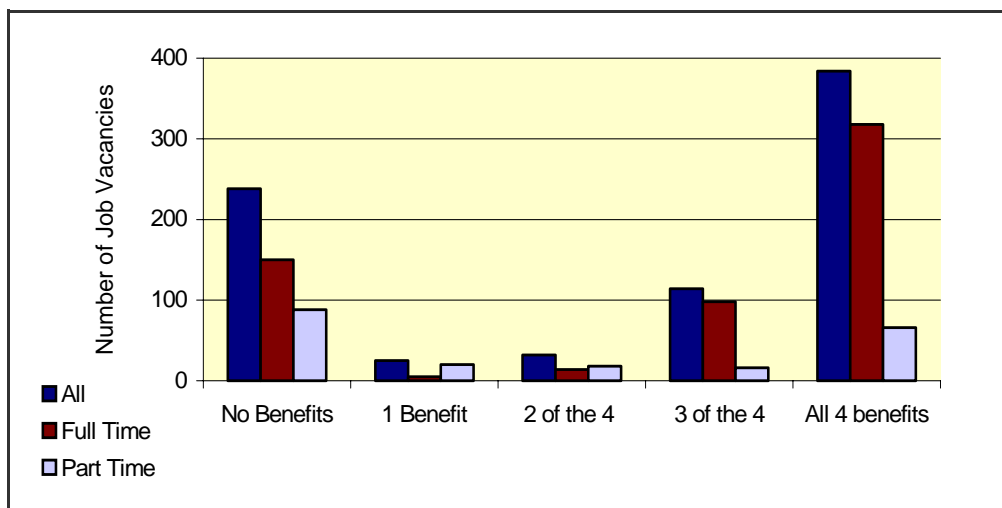
Comparison	2001	2002	2003
Survey Sample	453	560	770
Number of Respondents	129	164	461
Response Rate	28%	29%	60%
Number of Mailings	1	1	pre-postcard + 4 mailings
Survey Date	January 5, 2001	April 4, 2002	April 4, 2003 to June 13, 2003
Request	Only Job Vacancies paying over \$10.00 an hour	* Only Job Vacancies paying over \$12.00 an hour	All Job Vacancies
Total Number of Reported Job Vacancies	235	171	907

Benefits

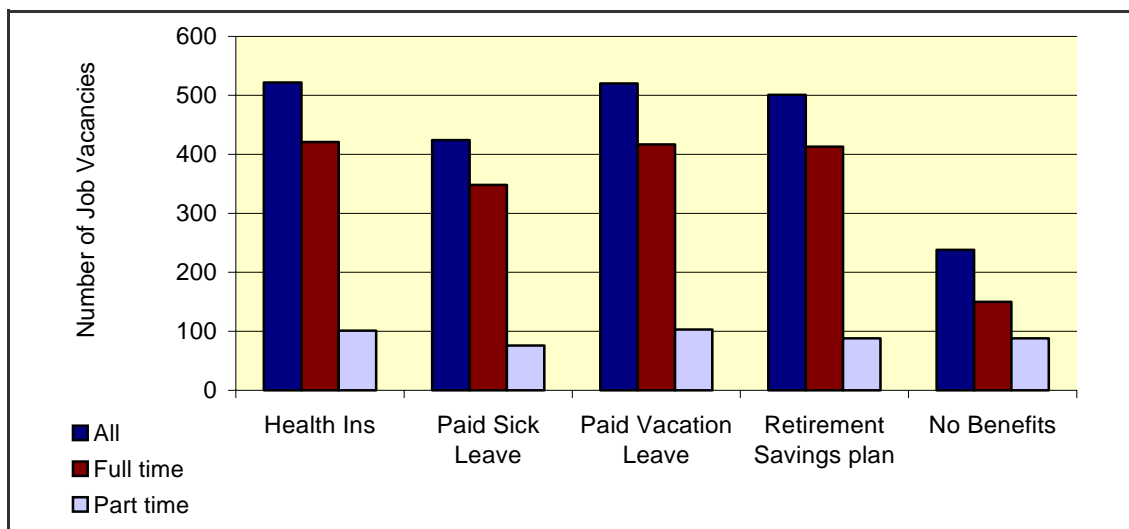
Respondents were asked if they offer any of the four benefits listed in Graph 8. At least one benefit was offered for 61 percent of the reported job vacancies.

These results indicate that employers are more likely to offer benefits to their full time employees. If they do offer benefits to their part time employees, they are more likely to offer only one or two benefits.

Graph 7
Job Vacancies by Number of Benefits Offered



Graph 8
Job Vacancies by Type of Benefits Offered



Methodology

LMIS developed a selected sample of 770 Shawnee County firms from the Kansas Covered Employment and Wages Program. This program maintains a quarterly database of non-agricultural employment from employers subject to Kansas Unemployment Insurance Law. The sample was selected in December of 2002, using employer information taken from the records for the first quarter of 2002. The sample was randomly selected and stratified by size class and major industry to represent the universe of employers in Shawnee County.

A pre-survey postcard was mailed to survey recipients on March 4, 2003. This postcard notification assisted LMIS with the address correction process. The survey was conducted during the second quarter of 2003. Responses were received during a ten-week period between April 4 and June 13, 2003. Four survey mailings were sent at two-week intervals. Respondents were provided a postage paid return envelope, in addition to the option of responding via the Internet or by fax.

Job titles were coded into detailed occupations using the Standard Occupational Classification (SOC) system.

The respondents were asked to provide the expected compensation for each job opening. Respondents were given the opportunity to provide a wage range, therefore, all wages were entered as a range, with a low wage and a high wage. Annual compensation was converted to an hourly rate for the purposes of this study by dividing by 2,080 hours. Hourly wages for teachers were based on a 9 1/2 month year, therefore, dividing the annual compensation by 1,647 hours.

Technical Notes

A total of 461 respondents completed the survey. An additional 22 surveys were returned, reporting that they were either out of business or had no employees in Shawnee County at that time. Total responses resulted in a 62.7 percent response rate.

The highest volume of responses (70 percent) were received by mail, with nine percent received by fax and six percent by phone. Only three percent utilized the web-based version of the survey.

Acknowledgements

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